



## CITY OF TEMPLE

### PERMIT APPLICATION FORM

#### INSTRUCTIONS TO FILL OUT WASTEWATER DISCHARGE PERMIT APPLICATION

All questions must be answered. DO NOT LEAVE BLANKS. If you answer “no” to question E.1., you may skip to Section I. Otherwise, if a question is not applicable, indicate so on the form. Instructions to some questions on the permit application are given below.

#### SECTION A – INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility’s official or legal name. Do not use a colloquial name.
  - a. Operator Name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
  - b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box:
    - (i) If the response is “No”, clearly indicate the operator’s name and address and clearly indicate the operator’s scope of responsibility for the facility.
2. Provide the physical location of the facility that is applying for a discharge permit.
3. Provide the mailing address where correspondence from the Control Authority may be sent.
4. Provide all the names of the authorized representative(s) for this facility for the purposes of signing all reports. The authorized representative is defined as:

*Authorized or duly authorized representative of the industrial user* shall mean the person authorized to represent, sign, and submit documents in accordance with the following criteria:

- a. If the user is a corporation:
    - (i) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
    - (ii) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  - b. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
  - c. If the user is a Federal, State, or local governmental facility, a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
  - d. The individuals described in paragraphs (a) through (c), above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City of Temple.
5. Provide the name of a person who is thoroughly familiar with the facts reported on this form and who can be contacted by the Control Authority (e.g., the pretreatment coordinator).

## **SECTION B – INSTRUCTION (BUSINESS OPERATIONS)**

1. Check off all operations that occur or will occur at your facility. If you have any questions regarding how to categorize your business activity, contact the Control Authority at 742-0644 for technical guidance.
2. Self-Explanatory
3. For all processes found on the premises, indicate the Standard Industrial Classification (SIC) Code Number, as found in the most recent edition of Standard Industrial Classification Manual

prepared by the Executive Office of the President, Office of Management and Budget. This document is available from the Government Printing office in Washington D.C., or in San Francisco, California. **DO NOT USE PREVIOUS EDITIONS OF THE MANUAL.** Copies of the manual are also available at most public libraries.

4. List the types of products, giving the common or brand name and the proper or scientific name. Enter from your record the average and maximum amounts produced daily for each operation for the previous calendar year, and the estimated total daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary.

### **SECTION C – INSTRUCTION (WATER SUPPLY)**

1. Self-Explanatory
2. Self-Explanatory
3. Self-Explanatory
4. Provide daily average water usage within the facility. Contact cooling water is cooling water that during the process comes into contact with process materials. Sanitary water includes only water used in restrooms. Plant and equipment wash down includes floor wash down. If sanitary flow is not metered, provide an estimate based on 15 gallons per day (gpd) for each employee.

### **SECTION D – INSTRUCTION (SEWER INFORMATION)**

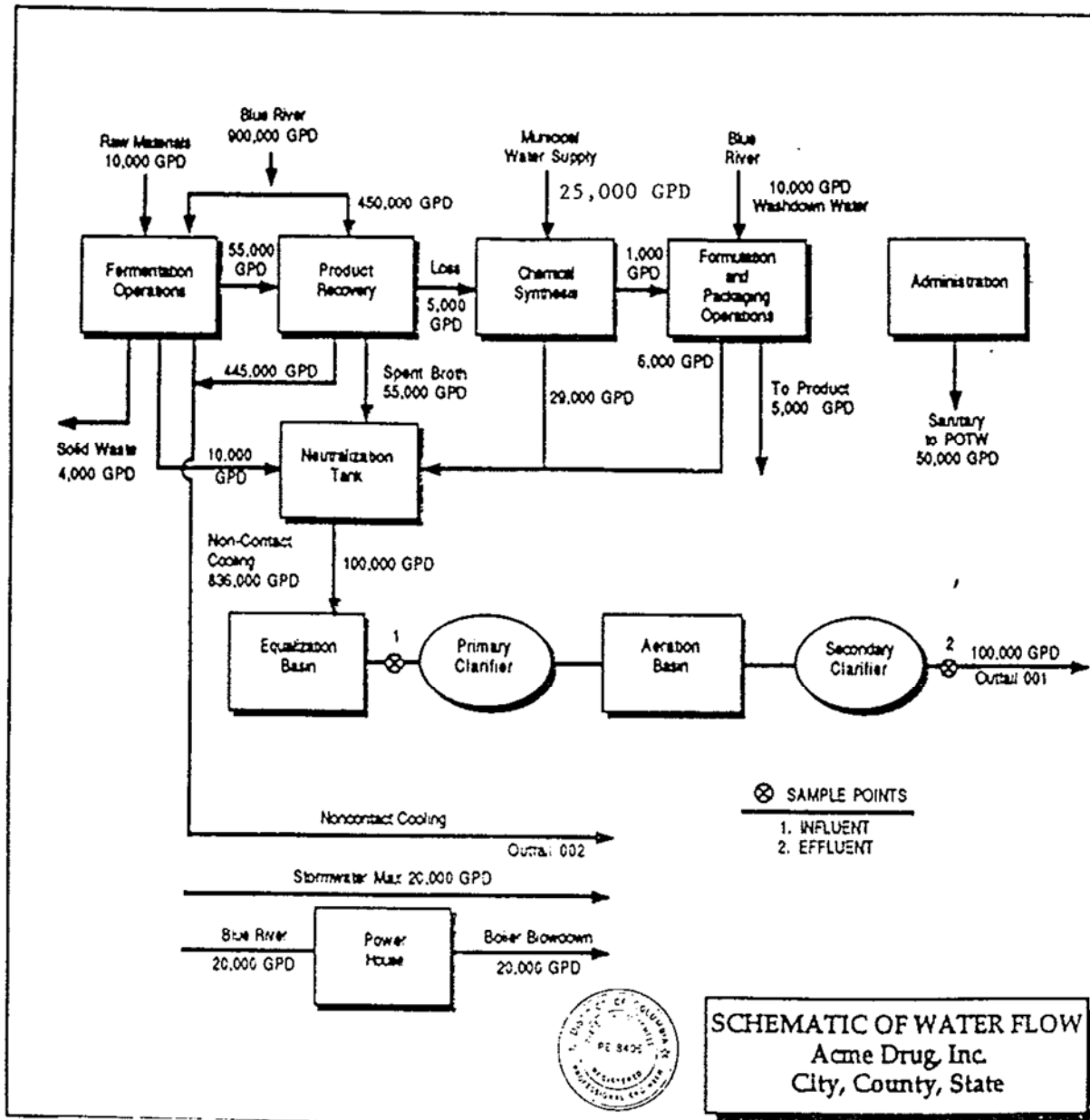
1. Self-Explanatory
2. Self-Explanatory

### **SECTION E – INSTRUCTIONS (WASTEWATER DISCHARGE INFORMATION)**

1. If you answer “no” to this question, skip to Section I, otherwise complete the remainder of the application.
2. Self-Explanatory
3. Self-Explanatory

4. A schematic flow diagram is required to be completed. Assign a sequential reference number to each process starting with No. 1. An example of a drawing is shown below in Figure 1. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters, sewer meter, or make estimates of volumes that are not directly measurable. An example of the diagram is shown on the next page.

FIGURE 1. SCHEMATIC FLOW DIAGRAM



5. Non-categorical users should report average daily and maximum daily wastewater flows from each process, operation, or activity present at the facility. Categorical users should skip to question 6.
6. Categorical users should report average daily and maximum daily wastewater flows from every regulated, unregulated and dilution process. A regulated wastestream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard. Unregulated wastestreams are wastestreams from an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream. Dilution wastestreams include sanitary wastewater, boiler blowdown, noncontact cooling water or blowdown, stormwater streams, demineralized backwash streams and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR Parts 403.6 (e)]
7. Total Toxic Organics (TTO) means the sum of the masses or concentrations of specific toxic organic compounds found in the industrial user's process discharge. The individual organic compounds that make up the TTO value and the minimum reportable quantities differ according to the particular industrial category [see applicable categorical pretreatment standards, 40 CFR Parts 405-471].
8. Self-Explanatory
9. Self-Explanatory
10. Self-Explanatory
11. Self-Explanatory
12. Self-Explanatory

## **SECTION F – INSTRUCTIONS (CHARACTERISTICS OF DISCHARGE)**

Self-Explanatory

## **SECTION G – INSTRUCTIONS (TREATMENT)**

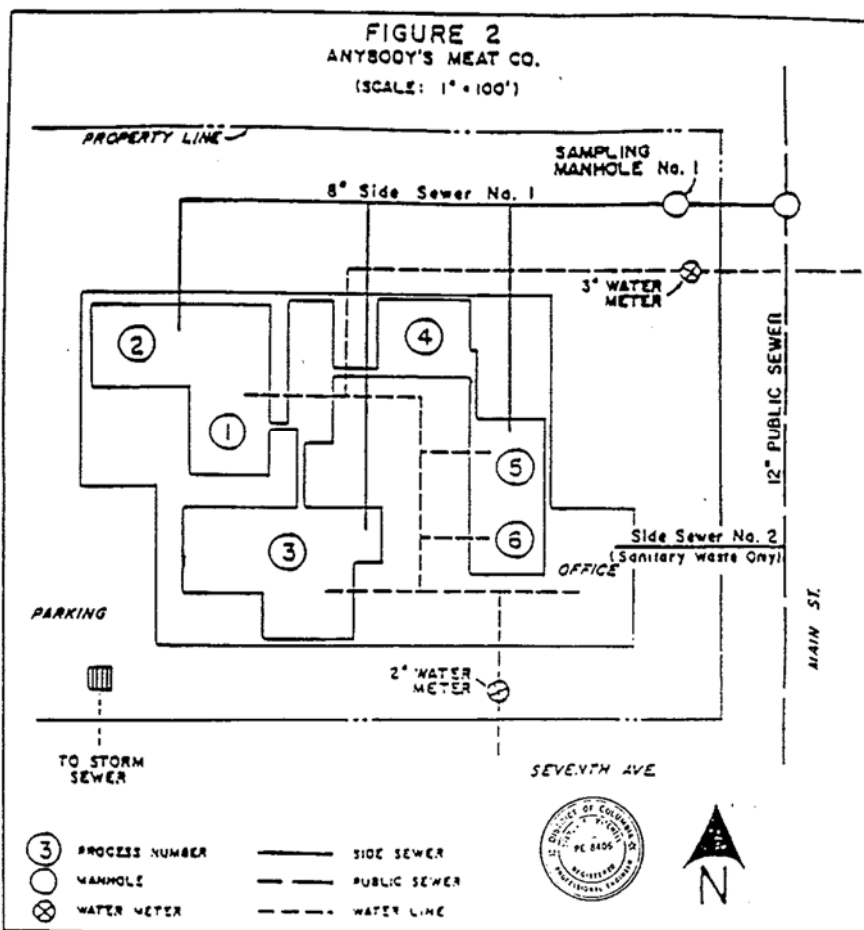
1. Self-Explanatory
2. Self-Explanatory
3. Self-Explanatory

4. Self-Explanatory
5. Self-Explanatory
6. Self-Explanatory
7. Self-Explanatory
8. Self-Explanatory
9. Self-Explanatory

## **SECTION H – INSTRUCTIONS (FACILITY OPERATIONAL CHARACTERISTICS)**

1. Self-Explanatory
2. Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle the months of the year during which the discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.
3. Self-Explanatory
4. Indicate any shut downs in operation which may occur during the year and indicate the reasons for the shutdown.
5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw material used in daily units.
6. Provide a listing of all chemicals used (or planned) in the facility's operations. Indicate the amount used or planned in daily units. Avoid the use of trade names of chemicals. If trade names are used, also provide chemical compounds. Provide copies of all available material safety data sheets if not already submitted, for all chemicals identified.
7. A building layout or plant site plan of the premises is required to be completed. Building plans may be substituted. An arrow showing north as well as the map scale must be shown. The location of each existing and proposed sampling facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing. Number each unit process discharging wastewater to the public sewer. Use the same numbering system shown in Figure 1, the schematic flow diagram. An example of the drawing required is shown on the next page.

FIGURE 2. BUILDING LAYOUT



**SECTION I – INSTRUCTIONS (SPILL PREVENTION)**

1. Self-Explanatory
2. Self-Explanatory
3. Self-Explanatory
4. Self-Explanatory
5. Describe how the spill occurred, what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to prevent a reoccurrence or what measures have been taken to limit damage if another spill occurs.

**SECTION J – INSTRUCTIONS (NON-DISCHARGED WASTES)**

1. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, amount generated, the way in which the waste is disposed (e.g. incinerated, hauled, etc.), and the location of disposal.
2. On site disposal system could be a septic system, lagoon, holding pond (evaporative type), etc..
3. Self-Explanatory
4. Self-Explanatory
5. Types of permits could be: air, hazardous waste, underground injection, solid waste, NPDES (for discharges to surface water), etc..

**SECTION K – INSTRUCTIONS (AUTHORIZED SIGNATURES)**

1. Self-Explanatory
2. Self-Explanatory

See instruction for question 4 in Section A, for a definition of an authorized representative.